

POSITION DESCRIPTION

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POSITION TITLE:	Accounts Payable Officer		
FACULTY/OFFICE:	Financial Services	DEPT:	Business Services
REPORTS TO (Supervisor title):	Manager, Accounts Payable		
AUTHOR NAME:			
POSITION NUMBER:		HEW LEVEL:	
APPROVED BY:	Chief Financial Officer	DATE:	

A POSITION PURPOSE

The Accounts Payable Officer is responsible for processing of payments to the University's creditors in an accurate and timely manner and in compliance with University policy and guidelines. An important aspect of the role is ensuring a positive relationship is maintained with both suppliers and creditors as well as with internal University clients.

B PRIMARY ACCOUNTABILITIES

Timely and accurate processing of creditors accounts in accordance with University policy and procedures.

- Checking of invoices and matching to purchase orders to ensure accuracy and approval by appropriate delegate
- Processing of invoices ensuring payments are made in accordance with the terms of trade and in compliance with policies, procedures and legislation
- Generation of payments to creditors, by EFT and cheque, using applicable software
- Arranging for overseas payments
- Liaising with creditors regarding payment queries
- Reconciliation of accounts including generation of payment register and control sheet and cancelling and posting void cheques to appropriate ledgers
- Processing of staff expense claims
- Management of creditors in the financial management information system
- Provide effective customer service to internal and external clients
- Maintain a current knowledge of legislative changes impacting on position

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Other

Any other duties within the staff member's level of competence as required.

C REPORTING RELATIONSHIPS

The Accounts Payable Officer reports to the Manager, Accounts Payable. There are no subordinate positions.

D ORGANISATIONAL RELATIONSHIPS

The Accounts Payable Officer liaises with both internal clients and external suppliers directly.

E SUPERVISION AND INDEPENDENCE

- The Accounts Payable Officer is expected to determine appropriate use of established methods to complete tasks. Performance will be checked by completion of tasks in a timely and accurate manner.
- Liaises with University clients to obtain appropriate documentation or authorisation relating to payments.
- Liaises directly with suppliers in regard to statement reconciliation and to resolve problems.

F PROBLEM SOLVING AND JUDGEMENT

- Problem solving is required in relation to determining the course of action that needs to be taken in situations where payment requests do not meet the requirements set out in University policies and guidelines.
- Ability to liaise with systems management and banking institutions to resolve relatively complex problems related to local and overseas payment transactions.
- A reasonable level of judgement is required in assessing whether a payment request meets both internal and external requirements. For example, determining if an invoice meets GST requirements or assessing supporting documentation to determine whether the University's internal policies and guidelines have been satisfied.

G RECOURSE TO HIGHER LEVEL

- Manager Accounts Payable

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H DIMENSIONS AND DELEGATIONS

The accounts payable team processes approximately 70,000 transactions per annum, which includes approximately 30,000 payments by EFT, domestic and overseas cheque payments.

Nil financial delegations.

I QUALIFICATIONS AND SKILLS

Essential

- Experience in a large volume accounts payable environment and familiarity with accounting policies and legislative requirements
- Experience with computer based accounting systems such as Finance One or similar
- Experience in the use of spreadsheets to perform daily tasks
- Good written and verbal communication skills
- Organisational and interpersonal skills and the capacity to be adaptable in a dynamic work environment
- Capacity to work independently and as a part of a team
- Commitment to customer service principles

Desirable

- Experience with Finance One